

Office Management
OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT

1. **PURPOSE.** To prescribe policies, procedures and responsibilities for carrying out the DA official mail program within the California Army National Guard. This regulation supplements AR 25-51, Official Mail and Distribution Management, dated 30 Nov 92.
 2. **REFERENCES.**
 - a. Required publications.
 - (1) AR 25-51, Official Mail and Distribution Management.
 - (2) Those publications listed in Appendix A, Section I of AR 25-51.
 - b. Related publications are listed in Appendix A, Section II of AR 25-51.
 3. **RESPONSIBILITIES.**
 - a. The Official Mail Manager (OMM) for the CAL ARNG is the Chief of Administrative Services, OTAG (CADA-AO) who will manage the Official Mail and Distribution Management Program (OMDMP) for the CAL ARNG. (Ref para 1-6a(1))
 - b. Organizations below this headquarters will designate a point of contact for the mail and distribution program.
 - c. The point of contact for this headquarters is SGM DeWaide at (916)854-3724 or DSN 466-3724.
 4. **GENERAL.** Indicum envelopes without meter strip or postage stamp affixed will not be used.
 5. **POLICIES.**
 - a. Selection of mail class and markings are contained in AR 25-51 chap 2 and table 2-2. The use of special mail services must be held to a minimum due to the extra fees that are charged. Registered, certified, insured, special handling, special delivery, express, return receipts, restricted delivery shall be limited to those instances specifically required by law or regulations. Exceptions to this policy must be granted by the OMM.
- *This regulation supersedes CAL ARNGR 340-3 dated 25 Jul 85.

b. Economical measures must be taken to reduce mail costs, such as consolidating items to be mailed, folding letters and forms to use the smallest envelope, and choosing the least expensive class of mail. Table 2-2 and appendix B AR 25-51 are guides to cost effective mailing.

c. Express mail limitations are covered in para 2-32 AR 25-51. Approval for use of express mail is not delegated below this headquarters. In order to use express mail in accordance with the referenced paragraph call SGM Thomas at (916) 854-3385 or DSN 466-3385 to get a control number. If the request is approved, the control number will be placed on the United States Postal Service (USPS) Label 11-B in the lower right hand corner of the FROM box. The FROM and TO boxes will have complete addresses to include the phone number of the recipient.

6. **OFFICIAL MAIL.** Official mail is defined in AR 25-51 as mail which pertains solely to the business of the U.S. Government. Postage and fees are paid with appropriated funds. It is usually sent to the addressee using the U.S. Postal Service (USPS) after postage is applied by postage meter or stamp. Para 2-21 explains what is authorized use of appropriated fund postage.

a. Personal mail is any correspondence which does not pertain solely to the business of the U.S. Government. Para 2-40 AR 25-51 explains the restrictions on sending personal mail thru the U.S. Government mail system. Para 2-22 AR 25-51 explains what is considered unauthorized use of appropriated fund postage.

b. Addresses on mail will be as shown in figure 2-4 AR 25-51. The address is limited to five lines, twenty-five characters per line, all uppercase letters, no punctuation except for dash in ZIP code, and only one space between state and ZIP. This format allows the USPS equipment to read and sort the mail. Mail sent to this headquarters should also show the internal office box number on the envelope.

7. **POSTAGE STAMPS.**

a. Postage stamps are provided to battalion and higher commands by push distribution from this office. Additional stamps may be requisitioned using CAL ARNG Form 340-3, Postage Stamp Requisition, with justification attached.

b. Postage stamps which may be required for mobilization will be available at this headquarters. Units do not need to stock stamps per para 2-27 AR 25-51.

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c. Postage stamps will be controlled thru use of the forms at appendix A - Distribution Control Log. This form will be used to distribute stamps to subordinate commands. Appendix B & C - Stamp Control Log will be used to track daily use of stamps.

8. **POSTAGE METERS.** Para 2-28 AR 25-51 prescribes the procedures for use of postage meters. In the CA ARNG Regulation, a copy of the PS-Form 3603 and PS Form 3602-A will be sent to the USPFO, ATTN: CAUS-CA each time the meter is set or reset.

9. **TRANSMITTAL OF CLASSIFIED INFORMATION.** Para 2-41 thru 2-43 AR 25-51, as well as chapter 8 AR 380-5, both cover classified mail.

10. **REPORTING MAIL USE.** The reports required by para 2-9 AR 25-51, DA Form 7224-R, are prepared by this office and sent to NGB on a quarterly basis.

11. **OFFICIAL MAIL AND DISTRIBUTION MANAGEMENT PROGRAM INSPECTIONS.** The OMM will conduct an inspection of official mail operations in accordance with para 1-6d AR 25-51 at least once each three years. The checklist used will be based on DA Circular 11-92-3 for AR 25-51.

Appendixes:

- A. Distribution Control Log
- B. Stamp Control Log
- C. Continuation of Stamp Control Log
- D. CAL ARNG Form 340-3 Postage Stamp Requisition

BY ORDER OF THE GOVERNOR:

OFFICIAL:

A circular official seal of the California Army National Guard is stamped over the signature of Richard C. Beardasley. The seal features the words "OFFICIAL" and "CALIFORNIA ARMY NATIONAL GUARD" around the perimeter. The signature "RICHARD C. BEARDASLEY" is written across the seal. Below the signature, the text "COL, 96, CA ARNG" and "Director of Administration" is printed.
RICHARD C. BEARDASLEY
COL, 96, CA ARNG
Director of Administration

TANDY K. BOZEMAN
Major General
The Adjutant General

DISTRIBUTION:

Army - A
M

MASTER DISTRIBUTION CONTROL LOG

[illegible]

CA ARNG Form 25-51 (1 December 1994)

STAMP CONTROL LOG

[illegible]

**STAMP CONTROL LOG
(CONTINUATION SHEET)**

[illegible]

POSTAGE STAMP REQUISITION

Ordered By

(Unit/Activity)

(Street Address)

(City, State, ZIP + 4)

(Telephone Number + Area Code)

(Signature of Individual Ordering Stamps)

(Type Name of Individual Placing Order)

(Date of Order)

*No. of Stamps Denomination Cost

100	1¢	
× 100	23¢	
× 100	29¢	
× 100	52¢	
× 20	\$1.00	
× 20	\$2.90	

REQUISITION TOTAL _____

*Must be in increments of 100 for stamps.

INSTRUCTIONS:

1. Type or print clearly.
2. Order MUST reflect a three (3) months supply requirement.
3. Order MUST include requirements for CAL ARNG Recruiters working for the Unit/activity.
4. Completed requisition must be furnished HQ OTAG, ATTN: **CADA-AO**, through Battalion.

RECEIPT FOR POSTAGE STAMPS

(Complete the following statement, sign and mail to HQ OTAG, ATTN: **CADA-AO**, the date Postage Stamps are received)

I received the above listed Postage Stamps, in the denominations indicated, on this date _____
(Date Stamps Received)

(Signature)

(Typed/Printed Name and Rank)